

## City of Burlington / CDBG 2011 Application Form

Eligibility \_\_\_\_\_ National Objective \_\_\_\_\_ NRSA \_\_\_\_\_  
(Office Use)

Project # \_\_\_\_\_  
(Office Use)

**Project Name:** ReTRAIN YouthBuild Energy Efficiency Project

**Project Location/Address:** Burlington

**Organization:** ReSOURCE: A Nonprofit Community Enterprise

**Mailing Address:** 266 Pine Street, Burlington, VT 05401

**Contact:** Tom Longstreth

**Title:** Executive Director

**Phone #:** (802)658-4143 x14

**Web Address:** www.resourcevt.org

**Fax #:** (802)658-0543

**E-mail:** tlongstreth@resourcevt.org

**I. CDBG Funding Request:**

\$ 35,000

**II. Project Summary:** Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

ReSOURCE seeks funding to support its YouthBuild Energy Efficiency Construction Project, which will build affordable housing, protect the environment by reducing CO2 emissions from poorly insulated housing stock, train at-risk youth in fields which provide a livable wage and have a great and increasing demand for skilled workers, and expand access to energy efficiency programs, which provide substantial relief for low income families living in Burlington. Over the course of this project, twenty disadvantaged youth, who have dropped out of high school, will earn a living stipend, learn energy efficiency skills, and have the chance to complete their high school education while developing vocational and leadership skills before graduating and becoming gainfully employed.

**III. Description of Organization:** Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

In 1991, ReSOURCE opened its doors to create a space where materials could be reused and human dignity could be renewed. Since then, the organization has grown from a small reuse shop that sold furniture and appliances to a multi-faceted organization with four locations that create a marketplace for reuse while providing new opportunities to the under-skilled and long-term unemployed. In addition to providing goods and services at an affordable price to a wide demographic, ReSOURCE also uses its shops to provide job and life skills training to displaced persons and at-risk youth. ReSOURCE's mission is to meet community and individual needs through (1) education and job skills training, (2) environmental stewardship, and (3) economic opportunities. Over the past 20 years, ReSOURCE has been expanding its services and programming to offer more opportunities to at-risk youth and low-income families. In 1996, ReSOURCE began its apprentice-style and educational training programs, and in 2004, took on the YouthBuild program. The YouthBuild program serves 16-24 year old youth who have dropped out of high school and need a comprehensive development and job training opportunity. Youth are trained in construction and weatherization skills while building affordable housing. ReSOURCE works to achieve its mission of reuse, job training, and poverty relief while providing social entrepreneurial opportunity for disadvantaged youth through its YouthBuild and other training programs. ReSOURCE YouthBuild is an affiliate of YouthBuild USA, which has been selected as one of America's 12 best nonprofits by a survey of nearly 3,000 nonprofit CEOs. Of special mention is YouthBuild USA's success at working with government to bring resources into low-income communities. Also cited was YouthBuild USA's empowerment of its broader network of affiliates.

**IV. Project Description:**

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

<b>Specific Service / Activity:</b>	<b>CDBG will pay for:</b>	<b>Unduplicated Total # of Households / Persons to be Served in this Service / Activity:</b>	<b>Unduplicated Total # of Burlington Households / Persons to be Served:</b>	<b>Outcome(s) to be Achieved:</b>
Weatherization service for low income families  And  Affordable Housing Construction  And  Solar Hot Water System Installation	YouthBuild Weatherization and Construction Instructors salaries to train students, run crews, and complete projects, a portion of student stipends, and a fraction of Executive Director time to support program	Weatherization: 15 Households (avg number of persons in each house hold: 5=125 persons)  Affordable Housing Construction—5 star energy rated: 1 household  Solar Hot Water System Installs: 12 households  20 YB Burlington trainees enrolled	6 Households to benefit from weatherization (avg number of persons in each house hold: 4=24 persons)  9 of 20 YB trainees to be from Burlington	Rehab 1 unit of 5-star energy rated affordable housing. Weatherization Upgrades to 15 low-income households. Training 20 YB Burlington students per year in energy efficiency skills, which include: Tune and seal leaks in forced hot air distribution systems; Airseal basement and attic penetrations; re-vent dryer with rigid pipe to reduce hazard of lint fire/increase appliance efficiency; Weatherstrip exterior doors; Rebuild attic access hatch to equal same R-value as attic insulation; Blow cellulose insulation into attic to R-5; Blower Door directed airsealing; Test out with Blower Door to determine effectiveness of airsealing measures. Install 12 new Solar Hot Water Systems in low-moderate income households.

**b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.**

<b>Specific Service / Activity</b>	<b>Position/Title</b>	<b>Work Related to CDBG-Funded Activity</b>	<b># of Hours per Week spent on this Specific Service / Activity</b>	<b>% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG</b>
Weatherization	Weatherization Trainer	Train and lead Youth Build crews on Weatherization prjts.	40	31
Construction	Construction Instructor	Train and lead Youth Build crews on Affordable Housing	40	0
Project Management	Program Director	Direct program, support youth, supervise staff	4	0
Project Management	Executive Director	Evaluate program, develop construction projects	2	0

#### **V. Beneficiary Information**

**a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at [http://www.cedoburlington.org/cdbg/income\\_limits.htm](http://www.cedoburlington.org/cdbg/income_limits.htm).**

<b>Service / Activity:</b>	<b>Unduplicated Total # of Burlington Households /</b>	<b># Extremely Low-Income</b>	<b># Low-Income</b>	<b># Moderate-Income</b>	<b># Above Moderate-Income</b>

	<b>Persons to be Served:</b>				
Weatherization	6 household s 24 persons	2 households 8 Persons	2 households 8 Persons	2 households 8 Persons	
YB Training	9 Burlington trainees	4 trainees	5 trainees		

**b. Please provide a single unduplicated total beneficiary count below:**

<b>Unduplicated Total # of Burlington Households / Persons to be Served:</b>	<b># Extremely Low-Income</b>	<b># Low-Income</b>	<b># Moderate-Income</b>	<b># Above Moderate-Income</b>
33	12	13	8	

**c. How will/do you document beneficiary income levels?**

- YouthBuild applicants complete a detailed application that includes: household size, income, disability status.
- Affordable Housing Partners screen weatherization and housing clients for income eligibility.

## **VI. Problem Statement**

**a. What particular problem or need will this project address?**

This project will address three clear and pressing needs in Burlington: The need for vocational and academic alternatives for young adults who were not successful in high school; a growing need for skilled workers; and an older housing stock that is expensive to heat.

**b. How was this need identified?**

The critical nature of the need to provide affordable housing and alternative education programs to at risk youth was confirmed through an examination of statistics from the U.S. Census Bureau and Burlington's *10-Year Plan to End Homelessness*. Both provide concrete evidence of economic, social, and educational problems in Burlington. Youth homelessness, incarceration, drug abuse and poverty are all rising and are more prevalent in Burlington than the rest of the state. In addition, housing prices have leveled off in many parts of Vermont, but remain on the rise and out of reach for many Burlington families.

Burlington's 2002 Mayor's Affordable Housing Task Force Action Plan developed a set of recommendations to the Mayor and City Council to further housing goals: Produce new affordable housing; Preserve existing affordable housing; Protect vulnerable populations; and Promote affordable homeownership. This project provides a service to low-income homeowners, which will increase the efficiency of their housing and reduce the associated costs of heating, and protects vulnerable populations (participants and homeowners).

Burlington is Vermont's, and Chittenden County's, largest city with 1188 families receiving benefits through Reach-Up; 4790 households participating in the 3SquaresVT; and 5758 persons older than 12 living in poverty; 4,753 have not completed their high school education. One out of seven Vermont males 18-24 years old is under the supervision or custody of the VT Department of Corrections (DOC) and 95% of those in supervision or custody lack a high school diploma. According to the VT DOC, the incarceration rate of 18-24 year olds in Vermont is increasing faster than in any other state.

CEDO's 2003 Consolidated Plan for Housing & Community Development Strategic Plan - Housing & Community Development Priorities lists Affordable Housing as Priority 3: Preserve and Upgrade the Existing Housing Stock. Its goal is: Existing affordable housing, whether subsidized or not, is preserved and no residents live in substandard conditions. ReSOURCE's YouthBuild Energy Efficiency Project helps reduce the cost of rehabilitation, rehabilitates sub-standard housing, and supports the housing repair and rehabilitation work of nonprofit housing organizations.

**c. Why is this a funding priority for Burlington?**

Funding this project will support the only local program that provides construction and energy efficiency skills, leadership training and academic services to high school dropouts, while making progress toward improving both the quality and efficiency of housing (particularly low-income housing) in Burlington.

**VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty?**

This project reduces the number of people living in poverty in three ways: (1) by increasing the stock of affordable and safe housing in Burlington (2) By reducing the fuel costs for many low-income families in Burlington (3) by allowing at-risk youth to learn new skills, complete their high school education, and become gainfully employed and contributing members of the community.

**a. Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)**

ReTRAIN YouthBuild (RTYB) program targets 16-24 year-old-youth who have dropped out of high school, are economically disadvantaged, and have other barriers to employment such as a history with the Department of Corrections. This project will provide services to low-income Burlington residents so that they can make their property safer, more comfortable, more efficient, and last longer. In addition, annual cost savings per unit of housing are estimated at \$750. By weatherizing 15 homes, ReSOURCE will produce \$11,250 in annual cost savings for the families served or \$225,000 over the next 20-years. In terms of environmental benefits, this translates into 214 gallons of heating oil saved per unit weatherized per year. Over 20-years, the weatherization on these 15 units will produce an avoided carbon emissions of 652.59 metric tons.

**VIII. Equal Opportunity/Accessibility:**

**a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?**

ReSOURCE strives to make all of its programs, operations, and employment opportunities accessible to all and promotes an atmosphere defined by trust, open communications, and mutual respect to ensure that all staff and trainees are able to become successful and contributing members of ReSOURCE. The organization works closely with VT Department of Children and Families (DCF), VT Dept. of Labor (DOL), Howard Human Services, VT Refugee Resettlement, the Division for the Blind and Visually Impaired, and many others to make sure a diverse group of people know about our programs and are supported during their enrollment. All announcements for staff vacancies include Equal Opportunity language. It is the policy of the ReSOURCE Board to recruit members who represent the organization's diverse stakeholders. Board members are selected because of particular skills, knowledge and experiences that would benefit the organization and ability to represent the community.

**b. Describe the diversity status of (i) your staff for this program and (ii) your Board. How does that compare with the diversity status of the clients of the program / project you're requesting funding for?**

(i) Staff working on project	ii) Board	Overall Burlington population
YB Burlington Staff: 3 white, 1 black and 1 asian	8 white and 1 asian	92.6% white, 2.1% black, 2.6% asian

ReSOURCE staff and Board is more diverse than the population as a whole.

**c. Describe the diversity / cultural competency trainings that your staff and Board have participated in during the last year.**

ReSOURCE provided the following trainings to staff and board members in 2011:

- Training for instructing and working with blind and visually impaired students/youth
- Anti-harassment training
- ADA(AA) training: working/supervising people with disabilities
- Bridges out of Poverty training for supervisors and trainers

**IX. Impact and Evaluation:**

**a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?**

ReSOURCE will evaluate success quarterly by examining interim goals leading to the completion of staff and students training and subsequent energy improvements completed on 15 units of housing. RTYB will also evaluate youth development outcomes. Baseline measurements of student performance will be taken during orientation and at least quarterly. A quarterly assessment of program performance using a detailed list of interim and final objectives will be completed by the Executive Director and reported to the Board. ReSOURCE will track the

number of homes weatherized and the number of these that were completed for low and moderate income families. ReSOURCE tracks the number of YouthBuild students who enroll, work on weatherization projects, graduate from the program, obtain their high school degree and construction certifications, and are placed in gainful employment. Shortfalls in either student or program performance will trigger more comprehensive reviews and an assessment of how best to apply additional resources to correct the problem. In addition, ReSOURCE's Executive Director meets regularly with members of the YouthBuild Policy Committee made up of three students, one elected from each active crew plus a third at large member. The Policy Committee will give program feedback, help set standards, and provide program guidance to staff. Supporting measures of success include statistics to evaluate environmental conservation efforts and poverty relief work.

**b. If this is an existing project:**

**1. What were your projected accomplishments for your most recent completed funding period or fiscal year?**

Please see table below.

**2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future.**

The table below shows goals and actual outcomes for crews enrolled in 2011 and prior year data since 2005:

	Goals	Percentage	2011	Percentage	Outcomes 2005-2010	Percentage
YB Trainees Enrolled	20	n/a	19	n/a	107	n/a
Graduates/Completers	13	65.00%	Pending*		69	64%
Graduates who obtained High School Diploma or GED	13	66.67%	Pending*		62	90%
Placed in employment or training 1st Q after graduation	11	84.62%	Pending*		64	93%
Number of new housing units constructed	0	n/a	2	n/a	3	n/a
Number of housing units rehabilitated	1	n/a	1	n/a	5	n/a
Number of units weatherized	15	n/a	11	n/a	39	n/a
Solar Thermal or Solar PV Installations	n/a	n/a	8	n/a	0	n/a

\*Students in the 2011 YouthBuild program year remain active so outcomes are still pending.

**X. Community Participation & Partners**

**a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation?**

ReSOURCE is governed by a nine-member Board of Directors. The Board helps guide the strategic direction of the organization and evaluates its success in achieving its mission. Each year, the Board works with staff to complete an analysis of strengths, weaknesses, opportunities, and threats. This SWOT analysis allows the Board to set priorities for funding and ensure that the organization achieves its mission.

ReSOURCE's charitable giving program, ReLIEF, is a vital community resource that has helped unite local and regional nonprofits and service providers, and improves service coordination. Last year, ReLIEF provided 945 individuals in crisis with \$100,343 worth of goods and services so that their basic needs were met. Not only does this effort provide direct relief to individuals, it also brings over a dozen agencies together four times per year to discuss issues of poverty and relief. ReSOURCE has been and will continue to identify and solve problems through

collaborative work with a wide range of training and poverty relief agencies including VT Youth Conservation Corps, VT Works for Women, DOL, DCF; COTS, Howard Human Services, Spectrum and others.

**b. Who do you mainly work with (i.e., what partners) to get the outcomes you want for your clients?**

Key partners include Burlington's Community Economic Development Office, Sunward Systems, ReKnew Solar, Champlain Office of Economic Opportunity, Burlington Housing Authority, Champlain Housing Trust, Green Mountain Habitat for Humanity, Burlington Electric, Vermont Gas, Vermont Energy Investment Corp, VT Adult Learning (VAL), and the VT Departments of Labor (DOL), Corrections (DOC), and Education (DOE). DOE provides funding through Vermont Act 176, the alternative education act. Recruitment and outreach support is provided by 16 agencies. These include local high schools, organizations that serve low income individuals and families, church and faith based organizations, and a sister training organization for young women. Counseling and leadership support is provided by 18 agencies including employers, social service agencies, and a mentoring coordination agency. Education and job training commitments are provided by 22 agencies. In addition, Act 176, the High School Completion Act, of which ReSOURCE is an Approved Provider, allows the organization to provide out of school youth, ages 16-21, with educational services of the scope and rigor needed for the attainment of a high school diploma.

## **XI. Sustainability**

**a. How will this project have a long-term benefit to the City of Burlington?**

This project will result in substantial benefits to Burlington:

- It will increase the value of the Burlington grand list and provide a service which improves the housing stock while decreasing the cost of homeownership
- It will reduce the negative impact of the high school dropout rate and provide a means for those who do drop out and have other barriers to employment to become gainfully employed.
- It will result in low-income youth becoming successful workers at local businesses and contributing members to the community.
- It will result in an increased level of community service during the program through the direct involvement of the YouthBuild crews, and long-term, by creating a culture of responsibility, service and caring.

**b. If the project ends, will that benefit continue?**

There is no plan for the project to end, but if it did, the benefits are long-lasting. The affordable housing will remain affordable, the homes weatherized will remain energy efficient, and the youth trained will have certifications and a history of training, and in some cases employment, to help them with future careers.

**c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?**

ReSOURCE has chosen to pursue weatherization and energy efficient construction as a programmatic focus for two reasons. First, ReSOURCE is committed to preparing its students to secure and maintain employment in high-growth, high-wage sectors of the construction field. With its aging housing stock and commitment to energy efficiency as a matter of public policy, ReSOURCE believes that Burlington and its surrounding towns hold numerous employment opportunities for skilled workers in this specialized field. Second, ReSOURCE is seeking entrepreneurial opportunities that will generate revenue and provide meaningful training opportunities for its students while remaining committed to its social and environmental missions. Given that public funding sources are currently available and dedicated to weatherization and energy efficient construction, and that training in this field will secure meaningful and lucrative employment opportunities for our students, we believe that this project and its outcomes are sustainable.

## **XII. Consistency**

**a. What Consolidated Plan objective does this project support?**

**(1. GOAL: DECENT HOUSING:** All Burlington residents have a range of housing options that offer them safe, decent, appropriate, secure and affordable housing. **OBJECTIVE DH-2.2:** Develop 41 new units of affordable owner housing over the next five years **STRATEGY: PRESERVE AND UPGRADE EXISTING HOUSING: OBJECTIVE DH-3.3:** REHAB 33 UNITS OF OWNER HOUSING OVER THE NEXT FIVE YEARS **(2. GOAL: ECONOMIC OPPORTUNITY:** A prosperous Burlington economy provides all Burlington residents with access to livable wage jobs, to the education and training that qualify them for those jobs, to business

ownership opportunities, and to the supports necessary to access those opportunities. STRATEGY: REDUCE BARRIERS TO ECONOMIC OPPORTUNITIES: **OBJECTIVE EO-1.3:** Help 50 residents with improved access to economic opportunity each year over the next five years **(3. GOAL: SUITABLE LIVING ENVIRONMENT:** All Burlington residents enjoy livable, attractive neighborhoods, are assured of safety and quality of life in their neighborhoods and in their homes, and have the necessary community supports to thrive. **OBJECTIVE SL-1.3:** Help 400 youth access after school and summer recreational and educational opportunities each year over the next five years.

**b. What other City plans, if any, does this project support or complement?**

This project also complements the Mayor's Energy and Environmental Coordinating Committee, E2C2, which is charged with investigating ways to reduce emissions related to global warming and other harmful pollutants.

**XIII. Readiness to Proceed**

- a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013? Yes.
- b. If not, what are the expected start and completion dates? N/A
- c. Are there any other conditions (i.e., obtaining permits, the availability of other funding, etc.) that may affect your ability to begin or complete this project? N/A

**XIV. Financial Narrative**

**a. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

In addition to helping the city meet 3 of its Consolidated Plan goals, this project provides direct benefit to two groups of low income people: the families that will benefit from the unit of affordable housing and the at risk youth who will learn job skills and become gainfully employed through the program. In both ways, this project will reduce the number of people living in poverty in the City. These goals are well aligned with the objectives of the CDBG grant program.

**b. Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don't appear in the budget summary below?**

ReSOURCE has a variety of community partners and has leveraged resources from the following: Assoc. General Contractors of VT Trainings: OSHA safety class, job placements; Lake Champlain Regional Chamber of Comm: Support for job placement and Adult Ed.Council; Linking Learning to Life: College connections program, accuplacer assessment, student counseling, college classes; PINS: graduation support; VT Adult Learning: Provide RTYB teacher, and program support; VT Department of Corrections: Educational support and resources, recruitment; VT Department of Labor; VT Energy Efficiency Investment Corporation: Housing construction partner, workshops, BPI certification; VT Student Assistance Corporation: College counseling, 4 workshops on higher education funding/financing; YouthBuild USA: Americorps grant, education awards, individual development accounts for graduates, and staff development through Integrated Counseling Initiative training.

**c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.**

Workforce Investment Act funding through VT DOL has been frozen the past 12-months. ReSOURCE has lost approximately \$150,000 in funding from this freeze. Funding is apparently in the process of being unfrozen. State funding for weatherization and for high school completion have been reduced and negatively impacted ReSOURCE.

**d. What percent of Agency funds are used for administration vs. program costs?**

Just 11% of ReSOURCE's total budget is used for administration and fundraising; 89% of funds are used to directly support program activities.

**XV. Budget**  
**a. Summary**

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	30,586.33	35000	41,708	55,000
State			60,000	64,680
Federal	125000	125,940	821,278	788,454
United Way			41,500	41,500
Private	30,000.00	10,000	1,109,473	1,043,000
Program Income	24,000.00	45,000	1,549,881	1,904,106
Other			47,205	37,464
<b>Total</b>	<b>209,586</b>	<b>215,940</b>	<b>3,671,046</b>	<b>3,934,205</b>

\* Must match your CDBG request amount on Page 1.

\*\* Must match in all three boxes on Pages 7 and 8.

**b. Proposed Project Budget Sources**

CDBG	\$ 35,000*
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
DOL YouthBuild 2011 Grant	\$ 125,940
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$
United Way of Chittenden County	
	\$
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Individual contributions	\$ 10,000
Other – please specify (i.e., fee-for-service, etc.)	
Program Income/Sliding Fee Income Based/Charges to 3 <sup>rd</sup> Parties	\$ 45,000
<b>TOTAL</b>	<b>\$ 215,940**</b>

**c. Proposed Budget Uses: Please be sure that all funding uses (including staff) that appear in Section IV also appear here.**

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
Project Management/Evaluation/Startup	6,000	6,341	12,341
Crew Supervision	10,500	54,880	65,380
YouthBuild Student Stipends	-	75,355	75,355
Vehicle costs	5,000	-	5,000
Equipment Depreciation	-	8,079	8,079
Supplies/ Materials	10,000	10,000	20,000
Indirect & Administration	3,500	26,285	29,785
<b>TOTAL</b>	<b>35,000</b>	<b>180,940</b>	<b>215,940</b>